

Step 4: Sending the Submittal File

The Submittal File

Once you have completed the Extract Validation process (all file-level errors are corrected and the number of domain-level errors is below the threshold), DataPrep creates a Submittal file for you to send to NSLDS. The file contains one Header record, all Detail records, all Past Period Change records, and a Trailer record (created by DataPrep).

The Trailer record marks the end of the submittal and contains basic information about the number of records processed and the number of records in error at each level of validation.

Sending the Submittal File

Once each month you are required to transmit the Submittal file to NSLDS using EDConnect software connecting to the Title IV WAN. By special arrangement with NSLDS, instead of transmitting the Submittal file via the Title IV WAN, you may send a tape.

Because of the number of data providers and the size of some of the Submittal files, it is critical that you submit your data according to the schedule established by NSLDS. NSLDS will provide the schedule to you each year, usually in December.

Unsuccessful Transmissions

If you are not able to successfully transmit your Submittal file, contact the NSLDS CSC at (800) 999-8219 (Monday through Friday, 8 a.m. to 8 p.m. Eastern Time). You may also need to contact the Title IV WAN CSC at (800) 615-1189 if the problem is with the EDConnect software or transmission lines.

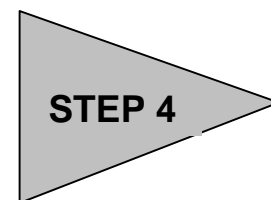
Submitting Concatenated Files

DataPrep processes concatenated Extract files in much the same way as individual school extract files. A Submittal file will be produced after all file-level edits are corrected and the number of domain-level errors is below the threshold.

Tape/Cartridge Submittal Procedures

When you must supply NSLDS data using a tape or cartridge, you must use one of these formats:

- Cartridge input conforming with IBM 3480 standard label tape cartridges, EBCDIC, format.
- IBM 6250 BPI standard label tapes, EBCDIC



Missing Your Scheduled Submittal Date

Schools and data providers have a specific window within which they must transmit their Submittal file. If you do not transmit within the time frame, your submittal will be rejected by NSLDS and you'll get a message back instructing you to resubmit on your next scheduled date.

ED keeps track of all missed submissions as well as error rates in determining an institution's ability to properly manage Title IV student aid programs.



Where to Send Your Tape

Data providers are strongly encouraged to transmit their data using the Title IV WAN. By special arrangement with NSLDS, data providers may send tapes or cartridges instead of transmitting their Submittal File via the Title IV WAN. Tapes or cartridges

- IBM 1600 BPI standard label tapes, EBCDIC
- IBM 800 BPI standard label tapes, EBCDIC

The magnetic media external label must contain the following information:

- Internal Volume Serial Number
- Creation Date
- Data Provider Name
- Blocksize
- Logical Record Length
- Record Format
- Number of records

